RICHMOND POLICE DEPARTMENT

11-17

HOMELAND SECURITY/ CRIMINAL INTELLIGENCE UNIT OPERATING MANUAL

2/21/2010

Chief of Police or Designee

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MISSION

The primary mission of the Homeland Security /Criminal Intelligence Unit is to develop strategic and tactical intelligence designed to describe major crime problems, identify those individuals engaged in criminal activities, and to provide other operational components with the necessary data to investigate criminal activity.

ORGANIZATION

The Unit will consist of a predetermined number of investigators under the supervision of the Unit Lieutenant. It will be the responsibility of the lieutenant to assign and monitor casework, review reports, and approve disseminations prior to their submission.

REQUIRED REPORTS

In order to evaluate the quantity and quality of the work performed by the Homeland Security/Criminal Intelligence Unit and to ensure that information is disseminated in a manner that is useful to all concerned parties, several reports are required based on the nature of the information.

1. Intelligence Submission – Intelligence gathered by the Unit will be properly recorded on the Department's PD-54 form for submission to the Crime Intel program as outlined in Executive Order #21 (Crime Intel Program).
2. Dissemination Report – When it becomes necessary to disseminate information outside of the unit, it will be the responsibility of the assigned detective to compile a "Dissemination Report" for review by the Lieutenant or his/her designee. This report will then be distributed through channels as necessary.
3. Threat Assessment - Periodically the Homeland Security/ Criminal Intelligence Unit will be called to investigate threats to police personnel or other public officials. Upon completion of the investigation, it will be the responsibility of the assigned detective to compile a "Threat Assessment" for review by the Lieutenant or his designee. This report will then be distributed through channels as necessary.

COOPERATION

Each member of the Homeland Security/ Criminal Intelligence Unit shall be expected to cooperate fully with every member of the police department. Members of the Unit shall respond in a positive and professional manner to requests for assistance that fall within the unit's mission. These requests shall be complied with as long as the efforts fall within federal, state and local laws as well as department policies.

Such cooperation shall extend beyond the boundaries of the department to include other agencies within the city of Richmond and surrounding jurisdictions. All cooperative efforts with other agencies or jurisdictions will be subject to review by the Unit Lieutenant.

UNIT RESPONSIBILITIES

The Homeland Security/ Criminal Intelligence Unit collects, analyzes, and disseminates information on criminal activities conducted within the city of Richmond and surrounding jurisdictions. Its scope of interest may also include other agencies and jurisdictions throughout the U.S. as long as the information has a direct impact on the city of Richmond.

In addition to the above-mentioned tasks, the Homeland Security/ Criminal Intelligence Unit also provides protection to visiting dignitaries and their families when the need arises. The Unit will be the Department's liaison with the United States Secret Service, U.S. Department of Diplomatic Security, Virginia State Police Executive Protection Unit, and other recognized law enforcement agencies in need of assistance.

The procedures for handling the above mentioned tasks are as follows:

1. Intelligence Process
   - A. Establish and maintain a working relationship with governmental agencies at all levels to ensure a meaningful and continuous exchange of information on criminal matters.
   - B. Initiate inquiries and conduct investigations to obtain intelligence information related to organized criminal activity.
   - C. Develop and maintain a system for reviewing, storing, referencing, collating, and retrieving information to support active law enforcement operations and the development of strategic intelligence.
   - D. Develop analytical capabilities to provide useful intelligence reports.
   - E. Maintain the integrity and security of all information entrusted to the Unit.
   - F. Adhere to ethical police procedures in obtaining and disseminating information.
   - G. Where appropriate, participate in programs to assist federal, state, and local law enforcement agencies in detecting and gathering information on, and combating, organized crime.
2. Collection of Information
   - A. Information collected by the Unit is limited to criminal conduct as defined by the Virginia Criminal Code.
   - B. The Chief of police or designee will advise the Unit Lieutenant on the priority of criminal activity to be collected and disseminated by this Unit and the types of investigations and / or activities to be conducted.
3. Information Handling

A. All information collected, maintained, and disseminated by the Homeland Security/ Intelligence Unit shall be subject to all applicable provisions of the law.

B. The Homeland Security/ Intelligence Unit is authorized to collect only information which will further the objectives outlined in section 1 (Intelligence Process).

C. All activities performed by the Homeland Security/ Intelligence Unit; including the collection, analysis and dissemination of data as well as the initiation of any investigations or surveillance shall be done so only with the approval of the Unit Lieutenant.

4. Information Analysis – Information collected by the Homeland Security/ Intelligence Unit will be analyzed in order to evaluate:

   A. Type of violation

   B. Dependability and reliability of the source

   C. Priority of assignment

   D. Manner of dissemination

   E. Storage of data

5. Dissemination of Information

   A. Information collected and analyzed by this Unit will be distributed only to criminal justice agencies on a need to know basis. The "need to know" criteria will be determined by the Unit Lieutenant.

   B. All information disseminated to any source will be approved prior to distribution (oral or written) by the Unit Lieutenant.

   C. Information to be disseminated by the Homeland Security/ Intelligence Unit will be sent to the appropriate Unit, Section, or agency that can use its resources to investigate the specified criminal activity.

6. Dignitary Protection

   A. All assignments will be handled under the direction of the Unit Lieutenant or his designee. He or she will also be responsible for acting as the liaison between the requesting agency and the Police Department.

   B. The Unit Lieutenant or his designee will be responsible for coordinating any extra resources (Personnel, equipment, etc.) necessary for the successful completion of the assignment.

7. Annual Review

The Unit will annually review its current procedures and processes by way of its assigned divisional Goals and Objectives.

INFORMATION GUIDELINES

While the Homeland Security / Criminal Intelligence Unit welcomes the assistance of all

Department members and outside agencies, the integrity of the information collection process is paramount. All information shall be scrutinized to determine its legality and applicability to the criminal intelligence process.

Information comes into the Homeland Security/ Criminal Intelligence Unit in a number of ways including, but not limited to, the following:

1. Incident Reports
2. Crime Intel Reports
3. Criminal debriefs
4. IBR Information
5. Surveillance
6. Interviews and interrogations
7. Noteworthy and Unusual Event reports
8. Personnel Contacts
9. Anonymous tips (Crime Stoppers)
10. Rumors
11. Disseminating Information throughout the Department.

STORAGE – Intelligence information may be stored in one of two formats, either by electronic means (computer) or by manual filing.

1. Electronic Storage – Crime Intel is the primary software package used for automated storage and retrieval of intelligence information. The Crime Analysis Unit however, handles the database and its administration.
2. Manual Filing – Information obtained prior to the implementation of Crime Intel or formatted in such a manner that precludes its entry into the application will be maintained in hard copy format. Crime Intel submission forms will also be stored in this format after entry.

SECURITY – Due to the sensitive nature of the information collected and analyzed by the Homeland Security/ Criminal Intelligence Unit, the following security measures have been put in place:

1. All automated information is password protected.
2. All information filed manually is contained in controlled access areas which remain locked and protected by alarm in the absence of Unit personnel.

PURGING – Each document contained in each file of the Homeland Security/ Criminal Intelligence Unit will be reviewed every two years to determine what information may be eligible for purging. It is important to note however, that the purging of records, data entry

forms, or other information related to the Crime Intel system are the sole responsibility of the Crime Analysis Unit as they are the owners and administrators of the application.

Information falling into one of the following categories will be subject to a purge review:

1. Outdated
2. Inaccurate
3. Stagnant
4. No longer fits mission or file criteria

DISSEMINATING INFORMATION

The Homeland Security Unit is responsible for disseminating Terrorism threats and information throughout the Department via "All Personnel" memos, or sending the information to the affected Precincts and Units where the information may have an impact.

CASE FILE MANAGEMENT

It will be the responsibility of each detective assigned to the Homeland Security/ Criminal Intelligence Unit to maintain a case file on each investigation in which he/she is involved. This file should contain information relevant to the case and should be updated accordingly. In addition, the file should be available for review at any time by the Unit Lieutenant or his/her designee.

Storage and retention of information within the file should coincide with the appropriate sections of this manual.

PERSONNEL AND EQUIPMENT

PERSONNEL – Homeland Security/Intelligence Unit investigators are responsible for the following:

1. To actively seek information on criminal activity occurring in, or around, the city of Richmond or in other areas where the consequences of such activities might impact the city. Techniques for acquiring such information include, but are not limited to:
   A. Interviews
   B. Interrogations
   C. Reports and records entered in Department databases
   D. Public records
   E. Informants
   F. Sources within the federal, state and local criminal justice system.

G. Sources within the business community or community as a whole.

2. To ensure that all information collected and stored by the Unit is continuously updated where appropriate and secure at all times.
3. To maintain channels of communication with other law enforcement agencies.
4. To provide detailed reports on all intelligence-gathering activities.
5. To ensure that the Unit Lieutenant is updated on all investigations or related activities.

EQUIPMENT-VEHICLES

A vehicle will be assigned to each detective upon transfer to the unit by the lieutenant with the following caveats:

1. The vehicle will remain with the assigned detective.
2. Vehicle maintenance will be the responsibility of the assigned detective.
3. The detective is responsible for the vehicle and its contents at all times, unless loaned to another detective with the lieutenant's approval.
4. The assigned detective will complete monthly vehicle inspection sheet.

EQUIPMENT-GENERAL

All detectives will be issued equipment for use while assigned to the unit. This equipment will include:

1. Office keys
2. Unit radios
3. Binoculars
4. Tape recorder
5. ASP (short version)
6. Homeland Security/ Criminal Intelligence Unit SOP manual

NOTE: In addition to the equipment assigned to each detective, there are a small number of items available to the unit as a whole. These items (video camera, digital cameras, etc.) will be located in a central area accessible to all personnel for checkout as needed.

SPECIALIZED TACTICAL EQUIPMENT

The Homeland Security Lieutenant is responsible for overseeing and assisting with all tactical Crowd Management (CMT), Bomb Squad and SWAT Team equipment purchases. This

equipment will be stored and maintained by each specialized team. The equipment will be stored at the Homeland Security Storage Room, located at Police Headquarters, within their specialty vehicles.

INVENTORY TRACKING

1. Unit personnel will be responsible for maintaining a current and accurate listing of their individual equipment. This listing should be available for supervisory review upon request.
2. It shall be the responsibility of each detective to maintain his or her equipment.
3. Lost or damaged equipment will be reported immediately upon discovery to the unit lieutenant.
4. No exchange of equipment will be performed without prior approval of the unit lieutenant.
5. Abused, neglected, and/or intentionally damaged equipment may result in replacement at the assigned detective's personal expense.

EQUIPMENT-SPECIALIZED

Specialized equipment unless otherwise assigned shall be controlled, operated, and maintained by the Technical Support Unit.

All specialized equipment needed for a particular operation, which is not normally assigned, shall be requested from the Technical Support Unit by contacting the TSU supervisor or his designee.

A Technical Support Detective shall be consulted regarding the operation or installation or specialized equipment. Types of equipment may include, but are not limited to:

1. Tracking devices (bird dog)
2. Body transmitters
3. Stationary or Vehicle wires
4. Video recorders
5. Dialed Number Recorders (DNR)

TRAINING

Homeland Security Detectives and supervision attends all Department maintained training. The unit also attends all available outside training pertaining to Homeland Security and Terrorism. The Homeland Security unit also provides training for the Department with Terrorism, NIMS, and CERT, for recruit and in-service training. The unit also provides instruction for the community with CERT (Community Emergency Response Team) and terrorism training when requested to do so.

JOINT TERRORISM TASK FORCE (JTTF):

The policy of the United States with regard to the domestic and international terrorism is to deter, defeat and respond vigorously to all terrorist attacks on US territory and against citizens or facilities. Within the US, the Department of Justice, acting through the FBI, is the lead agency domestically for the counterterrorism effort. The Joint Terrorism Task Force was created to ensure that there is a robust capability to deter, defeat and respond vigorously to terrorism in the US or against any US interest, the FBI recognizes the need for information sharing and resource collaboration amongst local agencies.

The Homeland Security Unit has one Detective assigned to the JTTF, who reports to the Homeland Security Lieutenant. The JTTF serves as a vehicle to facilitate information sharing and multijurisdictional preemption of terrorist acts or events. As a result, a free flow of terrorist or miscellaneous threats that may have an impact on the City of Richmond, or surrounding areas is maintained.

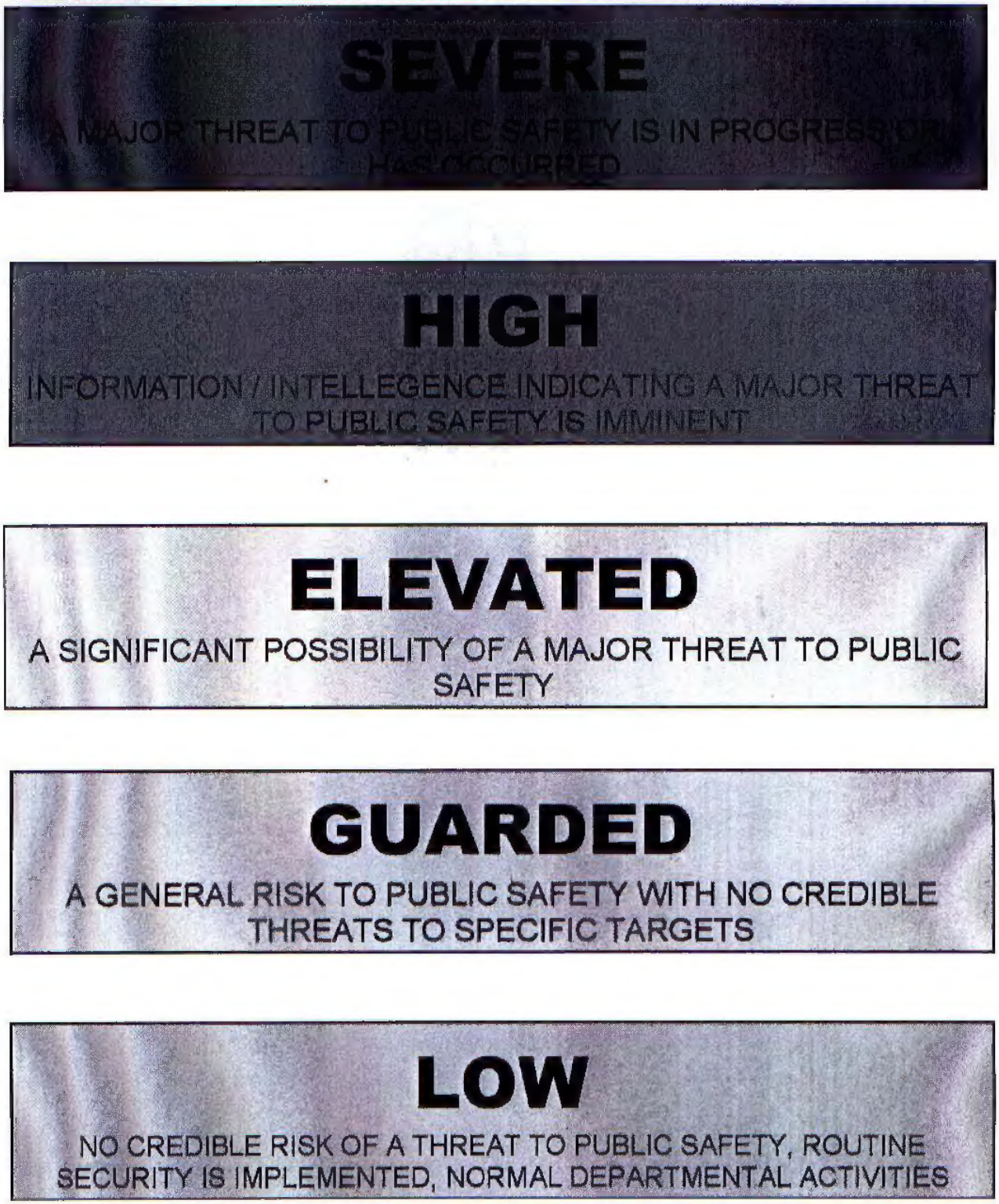
The Richmond Police Department is under contract with the FBI to provide assistance through staffing, intelligence and equipment. The terms of the contract are indefinite; evaluation of the results of the partnership and the need for continued operations is left to the legal representation of both parties.

ALERT THREAT LEVELS AND EQUIPMENT:

The Homeland Security Unit is responsible for monitoring the Nations, and Department Threat Alert Levels. These Alert Levels include Chemical, Biological, Radiological, and Nuclear incidents. The Homeland Security Unit Maintains the Department's (CBRN) and hazardous material equipment, which is located in the Homeland Security Storage room at Police Headquarters.

ALERT LEVELS

Emergency Response Plan Matrix: When an emergency situation is anticipated or erupts, The Richmond Police Department will employ the Emergency Response Plan Matrix. The Matrix contains general actions that may be taken when each Response Level is implemented. It is modeled after the U.S. Department of Homeland Security threat matrix. The Matrix serves as a guideline for expected action, but does not limit additional actions deemed necessary by the Richmond Police Department. Conversely, not every action listed within a Response Level may necessarily be utilized. The Chief of Police or his designee may choose the action(s) to be implemented based on the totality of the circumstances, current intelligence, and the real or perceived threat to public safety.

These response levels, adapted from the U.S. Department of Homeland Security, are divided into five phases as follows:

RICHMOND THREAT DESIGNATION RESPONSE LEVELS